

Message Text

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TO USINT DAMASCUS IMMEDIATE

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EXDIS

E.O. 11652: GDS

TAGS:OVIP(HENRY A. KISSINGER), OCON

SUBJECT: SECVISIT - ADMINISTRATIVE ARRANGEMENTS

1. PARTICIPATION.

SECRETARY'S PARTY ARRIVING FEBRUARY 26 ABOARD SPECIAL
MILITARY AIRCRAFT. WILL CONSIST OF AN ESTIMATED FORTY
PEOPLE, INCLUDING SUPPORT STAFF AND PRESS. FIRM ETA AND
PASSENGER LIST WILL BE SUPPLIED SEPTEL.

2. CUSTOMS, HEALTH AND IMMIGRATION.

REQUEST BULK CLEARANCE AND WAIVER OF VISAS FOR ENTIRE
PARTY AND AIRCRAFT CREWS. PASSPORT NUMBERS, PLACE AND
DATE OF BIRTH WILL BE PROVIDED SEPTEL. PARTY HAS ALL
NECESSARY SHOTS. ASSIGN EMBASSY OFFICER TO RECEIVE
PASSPORTS FROM TRIP CONTACT OFFICER AND HANDLE ENTRY/
EXIT FORMALITIES. ADVISE DEPARTMENT WHEN WAIVERS ARE

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GRANTED.

3. SECURITY.

A. THE U.S. SECRET SERVICE IS RESPONSIBLE FOR ALL PROTECTIVE SECURITY ASPECTS OF THE SECRETARY'S VISIT. A USSS ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE ARRIVAL OF THE SECRETARY'S PARTY WITH

DETAILED INSTRUCTIONS. THEIR ETA WILL BE THE SUBJECT OF A SEPARATE MESSAGE.

B. THE OFFICE OF SECURITY IS RESPONSIBLE FOR THE SAFEGUARDING OF ALL CLASSIFIED MATERIAL ASSOCIATED WITH THE SECRETARY'S VISIT. SY WILL PROVIDE DETAILED INSTRUCTIONS IN THIS REGARD TO THE RSO IN A SEPARATE MESSAGE.

4. ACCOMMODATIONS.

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL IF POSSIBLE.

A. SLEEPING QUARTERS

PRESENT REQUIREMENTS ARE TWO SUITE AND THIRTY-EIGHT SINGLES.

B. OFFICE SPACE AND STAFF

NINE DOUBLE ROOMS WILL BE REQUIRED, AS FOLLOWS:

(1) SPECIAL ASSISTANTS' OFFICE

REMOVE BEDS AND SET UP WITH FOUR DESKS OR WORK TABLES, PHONES, ADEQUATE LIGHTING AND TWO IBM ELECTRIC EXECUTIVE PROPORTIONAL TYPEWRITERS IF AVAILABLE, OR, ALTERNATIVELY, TWO OTHER IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

(2) HOLDING ROOM

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REMOVE BEDS AND SET UP AS A SITTING ROOM.

(3) USSS COMMAND POST.

(4) STAFF OFFICE

REMOVE BEDS AND SET UP WITH FIVE DESKS OR WORK TABLES,

PHONES, ADEQUATE LIGHTING AND THREE IBM ELECTRIC PICA TYPEWRITERS, WITH TYPEWRITER STANDS.

PROVIDE TWENTY-FOUR-HOUR SECRETARIAL COVERAGE BY SCHEDULING TWO TOP-SECRET-CLEARED SECRETARIES FOR 16 HOURS AND HAVING TWO OTHERS ON CALL THE REMAINING 8 HOURS.

IDEALLY, THESE ROOMS SHOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF THE CORRIDOR, BEDROOMS FOR THE TWO SPECIAL ASSISTANTS ON EITHER SIDE OF THE SUITE ACROSS THE CORRIDOR FROM ONE ANOTHER, THE HOLDING ROOM AND THE SPECIAL ASSISTANTS' OFFICE NEXT TO THE ABOVE TWO BEDROOMS RESPECTIVELY, USSS COMMAND POST NEXT TO THE SPECIAL ASSISTANTS' OFFICE, AND THE STAFF OFFICE NEXT TO THE COMMAND POST. FYI - THE OBJECT OF THIS ARRANGEMENT IS TO OBTAIN FOR THE SECRETARY THE OPTIMUM IN EFFICIENCY, PRIVACY AND SECURITY AT THE SAME TIME. WHERE POSSIBLE, THE OFFICE AND STAFF SPACE DESCRIBED IN PARAGRAPHS B 1 THROUGH 4, INCLUSIVE, SHOULD BE ON ONE FLOOR IN THE HOTEL, AND ALL OTHER OFFICES AND SLEEPING ROOMS ON ANOTHER FLOOR.

(5-6) S/S OFFICE

REMOVE BEDS FROM TWO CONNECTING ROOMS AND SET UP WITH:

(A) THREE DESKS OR WORKING TABLES FOR OFFICERS AND THREE TYPING TABLES FOR SECRETARIES WITH ADEQUATE LIGHTING.

(B) TELEPHONES - A MINIMUM OF THREE - ONE FOR EACH DESK - FOR THE TWO-ROOM OFFICE, EACH HAVING A SECRET

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SEPARATE EXTENSION OFF THE EMBASSY SWITCHBOARD, IF POSSIBLE, OR THREE SEPARATE COMMERCIAL LINES IF NOT. THESE TELEPHONES ARE REQUIRED IN ADDITION TO THE REGULAR HOTEL ROOM EXTENSIONS.

(C) NORMAL OFFICE SUPPLIES AND FORMS.

(D) ONE CONFERENCE TYPE TABLE.

(E) ONE BEST AVAILABLE COPYING MACHINE - ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING OF THE MACHINE AND/OR A BACKUP MACHINE.

(F) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL

PAMPHLETS OR INFORMATION.

(G) THREE ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC. IF SELECTRIC UNAVAILABLE, TYPE FONTS SHOULD BE COMPATIBLE.

(7-8) VISITORS' CONTROL ROOM (SEE PARAGRAPH 9).

(9) PRESS ROOM (SEE SEPTEL).

THE S/S OFFICE, THE PRESS ROOM, AND THE VISITORS' CONTROL ROOM SHOULD BE AT A LOCATION WELL AWAY FROM THE SECRETARY'S SUITE, PREFERABLY ON ANOTHER FLOOR IN THE HOTEL.

C. SPECIAL TELEPHONE REQUIREMENTS. A TWO-WAY INTERCOM SHOULD BE INSTALLED TO CONNECT THE SECRETARY'S AND HIS SPECIAL ASSISTANTS' TELEPHONE SETS. A BUZZER OR RING SHOULD ALLOW THE SPECIAL ASSISTANTS TO TAKE THE SECRETARY'S CALLS, ANNOUNCE THEM AND TRANSFER THEM TO THE SECRETARY. THE TELEPHONE SHOULD NOT REPEAT NOT RING IN THE SECRETARY'S SUITE.

. D. UPON RECEIPT OF CABLE WITH NAMES OF PARTY MEMBERS POST SHOULD ATTEMPT TO OBTAIN ROOM NUMBERS, ASSIGN PARTY SECRET

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TO ROOMS AND CABLE THIS INFORMATION TO THE DEPARTMENT (S/S-EX) AS SOON AS POSSIBLE.

E. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

F. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

G. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

5. GROUND TRANSPORTATION.

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24 HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

. . (1) LIMOUSINE FOR SECRETARY (WITH SECURITY CLEARED CHAUFFEUR);

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S
SPECIAL ASSISTANTS;

(3) ONE VEHICLE WITH DRIVER FOR SECRETARIAT
STAFF (S/S);

(4) TWO VEHICLES WITH DRIVERS FOR USSS
AGENTS;

(5) ONE VEHICLE WITH DRIVER FOR WHCA
PERSONNEL.

(6) TWO VEHICLES WITH DRIVERS FOR MESSENGER/
COURIERS (SEE PARAGRAPH 8D).

POST MUST NOT PLAN ON USE OF THE ABOVE INDIVIDUALLY
ASSIGNED VEHICLES FOR OTHER PURPOSES.

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.B. WILL HOST GOVERNMENT PROVIDE ANY LOCAL
TRANSPORTATION? IF SO, WHAT?

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE
CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER
ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND
FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF
OFFICIAL PARTY.

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